GUIDELINES OF FOLLOW-UP SURVEY

Core indicator of performance three in *The Perkins Act of 1998* is stated as:
Placement in, retention in, and completion of postsecondary education or advanced training, placement in military services, or placement or retention in employment.
Originally this core indicator required reporting of both placement and retention, but the requirement for reporting retention of secondary students has been suspended by the U.S. Office of Education. Therefore, Tennessee, like other states will be reporting on placement of students in postsecondary education or advanced training, the military, or employment.

Measurement Approach
State-developed, school-administered surveys and placement records will be used as the measurement approach for this core indicator. The Division of Career and Technical Education (CTE) has developed a sample survey instrument and guidelines for completing a follow-up process for CTE concentrators to be implemented and reported to the state by local education agencies (LEAs). The placement surveys are designed to determine if a student went into postsecondary education, apprenticeship programs, employment, or the military. The surveys are to be conducted <u>six</u> months after concentrators have graduated from high school. LEAs will be required to monitor response to the surveys, and follow-up telephone calls should be used to increase the response rate. Technical assistance will be provided as needed to ensure that the follow-up process is implemented as uniformly as possible.

Process for Reporting

Time Frame	Action
January 2007 thru March 12, 2007	1. **Download Concentrator List** from eTIGER's "Download File From State".[*] 2. **Send survey instrument to 2005-2006 CTE graduated concentrators.** Download follow-up survey form from eTIGER web site.[**] LEAs may modify the survey template provided by the State Division of Career and Technical Education if they desire to request additional information. However, information in the template is <u>required</u>.
February- April 2, 2007	1. **Monitor survey responses.** If concentrators have not responded, begin phone call follow-ups in an attempt to increase response rate. 2. **Report to State the concentrator follow-up survey results** through eTIGER's "Follow-up Entry".[***]
	Retain documentation and supporting data in LEA files for a minimum of five years for monitoring/audit purposes.
May 7, 2007	Deadline for approving the Secondary Placement data through eTIGER.
May 31, 2007	Follow-up Report will be ready at eTIGER's "Follow-up Report"[*****]

*Download Concentrator List for Follow-Up Report of 2006-2007
- Log on to eTIGER.
- Click on "Download File From State".
- Select download file listed as **FLW###CON0506.**
  (**###** indicates three digits of your system number)
- Save the file onto your computer for follow-up survey activity.
- Verify the list and correct the student information as necessary.
- If a concentrator is left out from the list, please add.
- Send the follow-up survey only to "graduated" concentrators.
- If a student is listed as concentrator in more than one program areas, he/she only needs to fill out ONE follow-up survey.

**Download Follow-Up Survey Form
- Download follow-up survey template from:
  http://www.state.tn.us/education/cte/ad/tiger/tigersec0607.shtml
- LEAs may modify the survey template provided by the State if they desire to request additional information. However, information in the template is <u>required</u>.

*** Report to State the Concentrator Follow-Up Survey Results
- Log on to eTIGER
- Click on "Follow-up Entry".
- Enter your survey results for each concentrator.
- If you find duplicate concentration listed for a student, enter survey results according to the program area that the student was surveyed. Click "Exclude" to not include other duplicate record(s).
- If a student is not listed, click "Add Prior Concentrator" to add the student to the list. Then enter the survey results of this added student from "Follow-up Entry".
- Save and approve the entered survey results.

****Generate Follow-Up Report
- Log on to eTIGER
- Click on "Follow-up Report".